



Job Title:	Fundraising Trustee
Hours:	Around 8 hours over the course of an average week, including evenings and weekends, although this may vary. There will also be a need to have flexibility to attend meetings during the working day.
Salary:	This is a voluntary post

The Role

The voluntary role of the LoveBrum Fundraising Trustee is to work alongside the organisation's Chair and Trustee Board to create fundraising strategy and maximise fundraising opportunities and income.

Reporting to:

The Chair of Trustees

Main Tasks & Key Responsibilities

Strategic

- To identify and develop strategic performance measures and planning of 'activities' that satisfy and exceed fundraising targets as required by the charity and Board of Trustees

Fundraising

- Create a yearly programme of fundraising events, ensuring that there is a LoveBrum presence at every charity event around the region
- Communicate regularly with Chair and Trustee Board to keep abreast of and to contribute to the fundraising strategy and requirements of the Charity
- To create, oversee and lead the LoveBrum Fundraising committee in the delivery of the fundraising plan and the achievement of fundraising targets
- Connect with own personal contacts who may have an interest in supporting / an ability to support the organisation and 'open fundraising doors'
- Identify, through networking, new contacts with the community, the corporate sector and key individuals who may be able to support LoveBrum and make approaches as appropriate
- Work with and be the main point of contact for supporters, volunteers and fundraisers to ensure they have all necessary support to raise funds effectively
- Represent LoveBrum at functions or fundraising presentations as appropriate, with some evening and weekend work required

- Work with the Events Trustee and other organisations to ensure the maximum fundraising potential is gained from key events
- Work with LoveBrum HQ to ensure that there is an effective communication strategy in place for each fundraising campaign
- Update and involve other Trustees as and when appropriate
- To ensure that the organisation complies with its governing documents, charity law, company law and any other relevant legislation or regulations
- To ensure all fundraising is compatible with LoveBrum's brand and values
- To ensure that fundraising campaigns and events are planned, and serviced, to optimum levels with exceptional attention to detail and a customer focus.
- To conduct a fundraising de-brief after each campaign to ensure the highest standards are maintained

Marketing and communications

- Work with colleagues to create marketing strategy to support the fundraising plan
- To actively seek and support fundraising opportunities for the charity
- To define and utilise key communication channels to promote fundraising
- To provide fundraising support to events – via social media – Facebook / Twitter
- To produce a monthly newsletter to market fundraising being planned / held
- To update the charity's website with fundraising information
- To compile a register of local fundraising contacts, volunteers and partner events
- Work with colleagues to prepare and distribute press releases for the charity's fundraising

Beneficiary Management

- To ensure maximum support is provided to the beneficiary provider
- To identify the needs of the donor and LoveBrum

Additional Information / additional requirements of the post from the post holder:-

- Must be flexible regarding working hours and able to attend other venues and show willingness to devote the necessary time and effort
- Demonstrate commitment to the organisation
- Demonstrate strategic vision and the ability to focus on practical issues
- Demonstrate good, independent judgement
- Have ability to think creatively
- Have willingness to speak your mind
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Have the skills to analyse proposals and examine their financial consequences
- Have the ability to work effectively as a member of a team
- Have willingness to be available to other Trustees and the Chair for advice and enquiries on an ad hoc basis
- Must be able to attend monthly board meetings
- Flexibility to travel around the Birmingham area so a driving licence is essential
- A network of contacts and a willingness to make approaches to some of these people to gain support for the charity
- Strong persuasion and influencing skills
- Strong networking skills
- Strong presentation / public speaking skills and good "people" skills

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Graduate Calibre • Good level of education • Excellent standard of written English and Numeracy. 	<ul style="list-style-type: none"> • Fundraising qualification
Experience	<ul style="list-style-type: none"> • Experience in a fundraising role • Experience of creating fundraising strategy • Demonstrable experience of planning and supervising fundraising campaigns and events • Volunteer management • Experience of managing a small team • Experience of managing complex fundraising projects 	
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to think creatively and help shape strategy and planning • Excellent customer service skills • Able to trouble shoot and deal and resolve problems • Excellent IT skills – including Word, Excel and Power-point • Networking and persuasion skills 	

COMPETENCIES	
LEADERSHIP	
Competency	Required Behaviours
Strategic Vision	<ul style="list-style-type: none"> • Knowledgeable of LoveBrum’s vision, strategy and direction and how this affects its events & communications operations • Understanding of the long term needs of different customer groups and external stakeholders
Leading & Influencing	<ul style="list-style-type: none"> • Actively promotes LoveBrum’s brand, image and reputation externally and internally • Gives clear direction in spheres of accountability
Contextual Astuteness	<ul style="list-style-type: none"> • Understands who the key influencers and stakeholders are and how to go about involving them where necessary • Understands the decision making process and operating structures of the organisation • Involves and works with relevant interest groups, networks and groupings to shape work outcomes
MANAGEMENT	
Competency	Required Behaviours
Delivering Results	<ul style="list-style-type: none"> • Consistently delivers on time and to standard • Ability to meet individual and team targets • Well developed organisational skills and ability to manage multiple tasks successfully
Managing Performance	<ul style="list-style-type: none"> • Regarded by others as an effective role model for performance, continuous learning and self development • Advises on the optimisation of resources to maintain excellent performance at all times
PERSONAL DELIVERY	
Competency	Required Behaviours
Communication	<ul style="list-style-type: none"> • Consistently communicates effectively with individuals at all levels from both within and outside of LoveBrum exercising an appropriate level of tact and diplomacy

	<ul style="list-style-type: none"> • Confident dealing with groups and individuals from diverse backgrounds • Excellent standard of written English
Building & Managing Relationships	<ul style="list-style-type: none"> • Builds and maintains effective relationships to optimise performance • Actively promotes knowledge sharing within the team
Customer Focus	<ul style="list-style-type: none"> • Displays a strong commitment to making service performance improvements • Awareness of the needs of internal and external customers and the impact of their service delivery • Outstanding internal and external customer service skills
Decision Making	<ul style="list-style-type: none"> • Makes swift and well judged decisions within scope of control seeking advice and guidance where required
SELF MANAGEMENT	
Competency	Required Behaviours
Self awareness	<ul style="list-style-type: none"> • Understands the likely implications and impact of emotions and actions, both on self and others in a range of situations. • Is aware of own personal strengths and development needs • Learns from experiences and takes action to modify own behaviour • Accepts constructive criticism and is open to change
Self confidence	<ul style="list-style-type: none"> • Acts with confidence and self assurance • Prepared to accept stretching challenges
Integrity	<ul style="list-style-type: none"> • Demonstrates a sense of commitment to openness, honesty, inclusiveness, loyalty and high standards • Ensures financial probity at all times
Adaptability/ Flexibility	<ul style="list-style-type: none"> • Shows willingness to implement change and new approaches • Able to change plans and priorities to deal with unexpected events
Self Control	<ul style="list-style-type: none"> • Manages own responses and reactions carefully when faced with demanding situations or challenges. • Remains objective, stable and calm during emergencies